ST/AI/218/Rev.14/Add.1

UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

October 1992

INTRODUCTION

1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 30 September 1992. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.

2. The entries in this index are arranged under major categories and subcategories, numbered for ease of reference. Each entry indicates the subject-matter and the document symbol of current issuances related to it.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course. See Secretary-General's bulletins ST/SGB/248 and ST/SGB/249 for changes made in the initial phase of the restructuring of the United Nations Secretariat effective 1 March 1992.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to the Management Advisory Service at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Management Advisory Service, room S-2735, United Nations, New York, NY 10017.

NUMERICAL AND SUBJECT INDICES
TO UNITED NATIONS ADMINISTRATIVE ISSUANCES

To: Management Advisory Service, room S-2735

From:

Organizational unit:

Location:

Telephone
extension:

Please provide _____ copies of the numerical index

_____ copies of the subject index.

Please delete our prior request from your distribution list

[ ] Numerical index

[ ] Subject index

CONTENTS

		Page
I.	**BUILDINGS, PREMISES AND SECURITY**	1
	1. Buildings and premises	1
	2. Garage	2
	3. Passes	2
	4. Safety	2
	5. Security	2
II.	**CLAIMS**	3
III.	**COMMUNICATIONS, ARCHIVES AND RECORDS**	3
	1. Archives and records	3
	2. Communications, correspondence and mailing	3
	3. Pouch	4
IV.	**CONFERENCES**	4
V.	**DOCUMENTS AND PUBLICATIONS**	4
	1. General	4
	2. Regulations for the control and limitation of documentation	5
VI.	**FINANCE**	6
	1. Financial arrangements	6
	2. General	6
	3. Regulations and rules	7
	4. Revenue-producing activities	8
	5. Trust funds and special accounts	8
VII.	**GENERAL OFFICE PROCEDURES**	8
VIII.	**LIBRARY**	10
IX.	**MISSIONS**	10
X.	**ORGANIZATIONAL STRUCTURE**	11
	1. General	11
	2. Institutes	11
	3. Inter-agency boards and committees	12
	4. Secretariat departments and units	12
	5. Secretariat boards and committees	15
	6. Units servicing voluntary programmes	17

		Page
XI.	**PERSONNEL**	17
1.	Administration/staff relations	17
2.	Allowances, entitlements and grants	18
3.	Appeals	20
4.	Appointments, placement and promotion	21
5.	Attendance, leave and working hours	22
6.	Delegation of authority	23
7.	Duties and obligations	23
8.	Job classification systems	24
9.	General	24
10.	Medical and other insurance	26
11.	Pensions, post-retirement services and employment beyond retirement	27
12.	Post adjustment	27
13.	Salary scales and payments	27
14.	Staff regulations and rules	28
15.	Training, career development and examinations	28
16.	United States taxes	29
17.	Visas	29
XII.	**PROPERTY AND SUPPLIES**	30
1.	Property control	30
2.	General	31
XIII.	**PROTOCOL**	31
XIV.	**TRAVEL AND TRANSPORTATION**	31
1.	Automobiles, baggage and customs	31
2.	Expenses	32
3.	General	32
	INDEX	34

SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES

I. BUILDINGS, PREMISES AND SECURITY

1. Buildings and premises

Access to the Secretariat building and the United Nations Garage - ST/IC/88/2

Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for the forty-seventh session of the General Assembly - ST/IC/1992/52

Arrangements for admission to United Nations premises, restricted areas and parking on 30 and 31 January 1992 - ST/IC/1992/5

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47; ST/IC/1992/38

Closure of Headquarters buildings - ST/IC/1991/66

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Construction work in the Secretariat Circle and changes in vehicular and pedestrian traffic - ST/IC/1991/63

Elevators:
--Renovation of elevators in the Secretariat building - ST/IC/1990/6; ST/IC/1992/37
--Use of automated elevators - ST/IC/84/59

Energy conservation - ST/AI/323; ST/IC/89/34

Escalators: Change of direction between the first basement and the fourth floor - ST/IC/1992/43

Excess property - ST/AI/322

General Assembly and Conference buildings: Second floor as a restricted area - ST/IC/89/23

Meditation Room located in the visitors' lobby of the General Assembly building - ST/IC/1990/79

Parade of ships, 3 July 1992 - ST/IC/1992/41

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat buildings:
--Environmental conditions - ST/IC/85/44
--Shutdown of electrical power - ST/IC/1992/9; ST/IC/1992/19; ST/IC/1992/24; ST/IC/1992/27

United Nations bookshop service for staff members - ST/AI/244

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1; ST/AI/335 (paras. 7-8)

Use of United Nations premises:
--Official meetings and conferences - ST/AI/145/Rev.1; ST/AI/335
--Informal meetings - ST/AI/335
--Luncheon meetings - ST/AI/282 (paras. 3-5); ST/IC/86/16

2. Garage

Access - ST/IC/83/61/Rev.1; ST/IC/86/7; ST/IC/88/2; ST/IC/1991/63; ST/IC/1991/76

Closure of the Garage service drive - ST/IC/86/7

Garage: Repair work - ST/IC/89/71; ST/IC/1991/76

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1
--Applications for the second review - ST/IC/85/37
--Membership - ST/IC/85/65
--Report and recommendations - ST/IC/86/14 and Add.1

Garage: safety, traffic and parking rules - ST/AI/349

Motorcycle and bicycle parking - ST/AI/349; ST/IC/86/33

Parking rates:
--Delegations - ST/IC/84/12
--Staff members - ST/IC/86/49; ST/AI/349

Vehicle service station - ST/IC/80/55

3. Passes

Grounds passes - ST/SGB/193; ST/AI/155/Rev.1/Amend.2 (para. 6); ST/AI/333; ST/IC/1992/42

Material and package removal passes - ST/AI/193/Rev.1

Pass and Identification Unit office location - ST/IC/86/28

Personal identification cards: Headquarters (including retired staff) - ST/AI/333

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310

4. Safety

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Prevention of accidents on entering or leaving the Headquarters area - ST/AI/120/Rev.2

Safety measures and accident prevention: reporting of work injuries - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.1

Delivery and picking up of personal packages - ST/IC/84/85; ST/IC/89/50

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Safeguarding of United Nations keys - ST/IC/84/33

Security arrangements - ST/IC/84/91; ST/IC/1992/42

Security measures to be implemented at the United Nations Headquarters complex - ST/IC/1992/42

Security of valuable articles; lost and found property - ST/AI/227

Valuables and confidential material - ST/IC/81/38; ST/AI/341

II. CLAIMS

Advisory Board on Compensation Claims: composition and functions - ST/SGB/Organization, annex I

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/ Amend.2; ST/AI/149/Rev.3
--Membership - ST/IC/1991/71 and Add.1

Compensation and related rules: application to staff - ST/SGB/ Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation for loss of or damage to personal effects - ST/AI/149/Rev.3

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations - ST/SGB/103/Rev.1; ST/AI/119

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.2; ST/AI/149/Rev.3; ST/ADM/SER.A/1312

Tort claims: resolution of - ST/SGB/230

III. COMMUNICATIONS, ARCHIVES AND RECORDS

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Gifts and historical items: Preservation and disposition - ST/SGB/136

Sale of copies of United Nations recordings: procedure - ST/AI/67/Rev.6

United Nations archives and records management - ST/SGB/242; ST/AI/326 and Corr.1
--Secretary-General's private papers - ST/AI/326 (annex II) and Corr.1
--Secretary-General's records and archives - ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Cable envelopes - ST/IC/77/30

Confidentiality of mailing lists and registers - ST/AI/341

Correspondence Manual - (see ST/DCS/4)

Delivery of personal packages, mail and periodicals to United Nations premises - ST/IC/84/45; ST/IC/89/50

Headquarters postal address - ST/IC/81/64

Messenger unit zoning system - ST/IC/89/21

Outgoing official United Nations mail at Headquarters: general principles and procedures - ST/AI/82; ST/AI/189/Add.10; ST/AI/271; ST/AI/341

Telegraph form - ST/AI/330

Telephone communication services to the United Nations offices, specialized agencies and peace-keeping missions at overseas locations - ST/IC/1992/28

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/88/29; ST/IC/1992/28

Telephone system - ST/IC/78/22; ST/IC/86/66; ST/IC/87/29

Transmission of cables - ST/IC/86/61

United Nations Development Programme and the United Nations Children's Fund: Direct dialling from Headquarters - ST/IC/88/29

Use of airmail envelopes - ST/AI/271

Use of cable communications - ST/ADM/SER.A/1636

3. Pouch

Diplomatic pouch schedule - ST/IC/83/57

Diplomatic pouch service - ST/AI/368

IV. CONFERENCES

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Scheduling of meetings and provision of conference services - ST/AI/211; ST/AI/335

Special conferences: planning, preparation and servicing - ST/SGB/160; ST/AI/249/Rev.3 and Amend.1; ST/AI/335 (paras. 1-2); ST/AI/342

Use of United Nations premises for meetings, conferences and public events - ST/AI/145/Rev.1; ST/AI/282 (paras. 3-5); ST/AI/335

V. DOCUMENTS AND PUBLICATIONS

1. General

Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Distribution of documents, meeting records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Documentation for meetings - ST/SGB/184 and Add.1

Documentation for the Fifth Committee - ST/SGB/156

Publications Board: composition and functions - ST/SGB/Organization, annex I/Amend.3 and Corr.1 (English only)

2. Regulations for the control and limitation of documentation

Attribution of authorship - ST/AI/189/Add.6/Rev.3

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2; ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries - ST/AI/189/Add.11/Rev.1 and Amend.1

Distribution of documents, meetings records, official records and publications - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/341

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Exchange of United Nations documents and publications - ST/AI/189/Add.4

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Mailing of official United Nations documentation - ST/AI/82; ST/AI/189/Add.3/Rev.2; ST/AI/189/Add.10; ST/AI/271

Map publication guidelines - ST/AI/189/Add.25

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters - ST/AI/189/Add.19

Out-of-stock material: Reissue - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

References and acknowledgements - ST/AI/189/Add.27; ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Requests for documents services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Work-load estimates: Documentation - ST/AI/189/Add.7

VI. FINANCE

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Trade Centre - ST/AI/315/Rev.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Emergency Force - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus - ST/SGB/UNFICYP/1

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/134

2. General

Acceptance of remuneration from external sources - ST/AI/267

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.14
--Subject index - ST/AI/218/Rev.14/Add.1

Board of Auditors: Changed audit emphasis - ST/AI/241

Certifying and approving officers - ST/AI/352
--List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

Cheque signatories and finance officers designated as approving officers: Separation of responsibilities and duties - ST/AI/256 and Add.1

Contributions from non-member States - ST/SGB/Financial Rules/1/Rev.3 (1985) (rule 105.8); ST/AI/233

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

Direct deposit of salary - ST/IC/1990/27

Financial administration: consultation and clearance by the Budget Division of submission of proposals having financial implications - ST/AI/223

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1991/68

Losses of cash - ST/AI/157

Mid-month salary advances: adjustment - ST/ADM/SER.A/1938; ST/IC/1991/68

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/192/Rev.1 and Corr.1 and Add.1

Official travel: procedures - ST/SGB/207/Rev.1; ST/AI/249/Rev.3 and Amend.1; ST/AI/319

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Payroll clearance action: Personnel - ST/AI/155/Rev.2 and Amend.1

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.3

Solicitation of voluntary contributions within the Secretariat - ST/AI/104 (see also Staff Relief Committees, section XI.9 below)

Taxi fares - ST/AI/248 and Amend.1

United States taxes (see section XI.16 below)

3. Regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Delegation of financial authority to the International Trade Centre - ST/AI/315/Rev.1

Financial Regulations and Rules of the United Nations (series 100) - ST/SGB/Financial Rules/1/ Rev.3 (1985); ST/AI/270/Rev.1

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations Industrial Development Fund (series 400) - ST/SGB/UNIDF/Financial Rules/4 (1982)

Financial Rules for the Special Account for the United Nations Emergency Force - ST/SGB/UNEF/2/ Rev.2

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/PPBME Rules/1 (1987)

4. Revenue-producing activities

Bookshop - ST/SGB/Financial Rules/1/Rev.3 (1985)

Catering arrangements - ST/IC/83/50; ST/IC/86/16; ST/IC/1991/47; ST/IC/1992/38

Credit policy: Delegates Dining Room - ST/IC/84/86; ST/IC/86/16

Garage parking rates:
--Delegations - ST/IC/84/12
--Staff members - ST/IC/86/49; ST/AI/349

United Nations Medal Programme (see numerical index under ST/IC/- series)

United Nations stamps - (see numerical index under ST/IC/- series)

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

United Nations International Drug Control Programme - ST/SGB/240; ST/SGB/203 (para. 3)

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

VII. GENERAL OFFICE PROCEDURES

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Office automation standardization: Policies and procedures - ST/AI/347
--Service calls for office equipment - ST/IC/1991/57

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Computer training - ST/IC/1992/50
--Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Service calls for office equipment - ST/IC/1991/57
--Software products for microcomputers - ST/IC/1991/4
--Word-processing software for microcomputers: Standard - ST/AI/361

Computer training - ST/IC/1992/50

Computer virus alert - ST/IC/1992/14

Confidentiality of mailing lists and registers - ST/AI/341

Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Electronic publishing: Guidelines - ST/AI/189/Add.26; ST/AI/359

Exhibits Committee - guidelines - ST/AI/376; ST/AFS/SER.A/179

Forms management programme - ST/AI/261; ST/SGB/155

Management improvement programme in the Secretariat - ST/SGB/155; ST/AI/261

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347
--Desktop publishing hardware and software: Standards - ST/AI/359
--Word-processing software for microcomputers: Standard - ST/AI/361

Office paper recycling programme in the Secretariat Building - ST/IC/88/18

Personnel directives - ST/IC/83/21 and Add.1-16

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel records cards: Maintenance - ST/AI/105

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.) - ST/AI/52

Secretary-General's bulletins, administrative instructions and information circulars - ST/SGB/100; ST/AI/226 and Amends.1-2;
--Numerical index to administrative issuances - ST/AI/218/Rev.14
--Subject index to administrative issuances - ST/AI/218/Rev.14/Add.1

Service calls for office equipment - ST/IC/1991/57

Software products for micro-computers - ST/IC/1991/4

Telegraph form - ST/AI/330

Telephone dialling procedures: ST/IC/80/75; ST/IC/84/90; ST/IC/88/29; ST/IC/1992/28

Telephone system - ST/IC/78/22; ST/IC/86/66; ST/IC/87/29

Valuables and confidential material - ST/IC/81/38; ST/AI/341

Visual display units: Guidelines - ST/IC/84/18 and Amend.1

Word-processing software for microcomputers: Standard - ST/AI/361

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

VIII. LIBRARY

Dag Hammarskjöld Memorial Library:
--Building - ST/AI/145/Rev.1 (paras. 5-6)
--Usage - ST/AI/335 (paras. 7-8)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: procedures - ST/SGB/152

Library services - ST/AI/205

Library services: The New York Times Information Bank - ST/ADM/SER.A/1872

Newspapers: circulation - ST/ADM/SER.A/1932

Supply to the United Nations libraries of material not available through regular distribution channels - ST/AI/189/Add.12

United Nations Bibliographic Information System (UNBIS) - ST/IC/78/43

IX. MISSIONS

Medal for award to military personnel: Regulations - ST/SGB/119 and Amend.1

Mission service rosters: Professional, General Service and related categories - ST/IC/89/54

Mission subsistence allowance, assignment rates and conditions allowance - ST/SGB/114/Add.1

Movement of staff from the Field Service category to the Professional category - ST/AI/360

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Service with United Nations missions: policies governing staff detailment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/89/54; ST/IC/1992/26

Staffing of peace-keeping missions - ST/IC/1992/26

United Nations Angola Verification Mission - ST/IC/1992/22

United Nations Emergency Force: Financial Rules for the Special Account - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus: Regulations - ST/SGB/UNFICYP/1

United Nations Joint Staff Pension Fund: Participation of mission staff - ST/AI/197

United Nations Mission for the Referendum in Western Sahara (MINURSO) - ST/IC/1991/38

United Nations Observer Mission in El Salvador - ST/IC/1991/27

United Nations peace-keeping operation in Yugoslavia - ST/IC/1992/10

United Nations Transitional Authority in Cambodia - ST/IC/1991/64

X. ORGANIZATIONAL STRUCTURE*

1. General

Appointment of senior officials - ST/SGB/236 (paras. 1 and 3 only); ST/SGB/249; ST/SGB/250

Changes in the functions and organization of Secretariat units - ST/SGB/150/Rev.1; ST/AI/346 (see also Organization of the Secretariat and Restructuring below)

Changes in the top echelon - ST/SGB/249 (see also Appointment of senior officials above)

Designation of Acting Controller - ST/SGB/250

Financial situation of the Organization - ST/SGB/215; ST/SGB/217; ST/SGB/222; ST/IC/86/17; ST/IC/87/67 and Corr.1; ST/IC/1991/68

Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations:
--Report - ST/IC/86/43
--Decision of the General Assembly - ST/AI/336; ST/IC/87/63

Manpower utilization surveys: implementation and follow-up of recommendations - ST/SGB/138; ST/SGB/155; ST/ADM/SER.A/1336

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/SGB/248; ST/AI/239; ST/AI/346; ST/ADM/SER.A/1778

Organization Manual of the Secretariat - ST/SGB/Organization

Organizational nomenclature - ST/SGB/170 and Add.1

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

Restructuring of Secretariat departments and offices - ST/AI/346; ST/SGB/150/Rev.1; ST/SGB/248; ST/AI/249

Restructuring of the United Nations Secretariat - ST/SGB/248; ST/SGB/249

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

---

* Does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course. See Secretary-General's bulletins ST/SGB/248 and ST/SGB/249 for changes in the initial phase of the restructuring of the Secretariat effective 1 March 1992.

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Institute for Disarmament Research - ST/IC/83/9

United Nations Institute for Training and Research - ST/SGB/Organization, annex III; ST/IC/83/9

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

3. Inter-agency boards and committees

Consultative Committee on Administrative Questions: functions - ST/SGB/Organization, annex II

International Civil Service Commission: functions - ST/SGB/Organization, annex II

International Computing Centre: functions - ST/SGB/Organization, annex II

Inter-organization Board for Information Systems and Related Activities (IOB) [now known as Advisory Committee for the Coordination of Information Systems (ACCIS)]: functions - ST/SGB/Organization, annex II

Joint Inspection Unit: functions - ST/SGB/Organization, annex II

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

4. Secretariat departments and units

Administration and Management - ST/SGB/Organization, section P and Corr.1; ST/SGB/213/Rev.1; ST/SGB/248; ST/SGB/249

Administrative Management Service - ST/SGB/Organization, section P (IV)/Rev.1; ST/SGB/100; ST/SGB/138; ST/SGB/155; ST/AI/226 and Amends. 1-2; ST/AI/261; ST/ADM/SER.A/1336

Central Evaluation Unit - ST/SGB/211; ST/SGB/223

Central Monitoring Unit - ST/SGB/196/Rev.1; ST/SGB/223

Centre for Human Settlements (HABITAT) - ST/SGB/168

Centre on Transnational Corporations - ST/SGB/Organization, section T/Rev.2; ST/SGB/197; ST/SGB/248; ST/SGB/249

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/Organization, section L

Conference Services - Office of - ST/SGB/Organization, section Q/Rev.2 and Corr.1; ST/SGB/248; ST/SGB/249 (para. 8)

Dag Hammarskjöld Library - (see Conference Services above)

Disarmament Affairs - Department for - ST/SGB/Organization, section: DDA; ST/SGB/199; ST/SGB/248; ST/SGB/249; ST/IC/83/9

Disaster Relief Coordinator - ST/SGB/Organization, section N/Rev.2 and Corr.1 and Rev.2/Amend.1; ST/SGB/248; ST/SGB/249; ST/SGB/251

Economic and Social Commission for Asia and the Pacific - ST/SGB/Organization, section K(II); ST/SGB/249

Economic and Social Development - Department of - ST/SGB/248; ST/SGB/249

Economic Commission for Africa - ST/SGB/Organization, section K(IV)/Rev.1

Economic Commission for Europe - ST/SGB/Organization, section K(I)/Rev.1

Economic Commission for Latin America and the Caribbean - ST/SGB/Organization, section K(III), ST/SGB/208

Economic and Social Commission for Western Asia - ST/SGB/Organization, section K(V) and Amend.1

Electronic Data Processing and Information Systems Service - ST/SGB/Organization, section P(VI)

Environment Programme - ST/SGB/Organization, section O/Rev.1

Executive Office of the Secretary-General - ST/SGB/Organization, section C/Rev.1; ST/SGB/249

Field operational and external support activities - ST/SGB/185

Financial Services - Office of - ST/SGB/Organization, section P(I) and Corr.1; ST/SGB/213/Rev.1; ST/SGB/223; ST/SGB/228 and Add.1/Rev.1; ST/SGB/PPBME Rules/1; ST/SGB/250

General Services - Office of - ST/SGB/Organization, section P(III) and Amends.2-3; ST/SGB/182; ST/SGB/191; ST/SGB/213/Rev.1;
--Archives and records management - ST/SGB/241; ST/SGB/242; ST/IC/89/24
--Mail Operations Section - ST/SGB/182

Humanitarian Affairs - Department of - ST/SGB/248; ST/SGB/249; ST/SGB/251

Internal Audit Division - ST/SGB/Organization, section P(V)/Rev.1 and Corr.1

International Economic and Social Affairs - Department of - ST/SGB/161; ST/SGB/223; ST/SGB/248; ST/SGB/249

Law of the Sea - ST/SGB/Organization, section X; ST/SGB/248

Legal Affairs - Office of - ST/SGB/Organization, section: OLA; ST/SGB/248

Namibia: Office of the United Nations Commissioner - ST/SGB/Organization, section SPQRCDT/OCN; ST/SGB/248

Office at Geneva - ST/SGB/Organization, section S and Amends.1-2 and Corr.1, Add.1 and Add.1/Amend.1; ST/SGB/186; ST/SGB/189; ST/SGB/249
--Centre for Human Rights - ST/SGB/194; ST/SGB/249

Office at Vienna - ST/SGB/Organization, section Z; ST/SGB/175; ST/SGB/218; ST/SGB/249
--United Nations International Drug Control Programme - ST/SGB/240; ST/SGB/203 (para. 3)

Office for Programme Planning, Budgeting, Monitoring and Evaluation - ST/SGB/223; ST/SGB/228 and Add.1/Rev.1; ST/SGB/PPBME Rules/1; ST/SGB/250

Office for Research and the Collection of Information - ST/SGB/Organization, section: ORCI; ST/SGB/225; ST/SGB/248; ST/SGB/249

Office of Human Resources Management - ST/SGB/224; ST/SGB/236 (paras. 1 and 3 only)

Office of the United Nations High Commissioner for Refugees - ST/SGB/Organization, section W

Peace-keeping Operations - Department of - ST/SGB/248; ST/SGB/249

Personnel Services - Office of - ST/SGB/Organization, section P(II); ST/SGB/164; ST/SGB/213/Rev.1; ST/SGB/224; ST/SGB/236 (paras. 1 and 3 only)

Political Affairs - Department of - ST/SGB/248; ST/SGB/249

Political and General Assembly Affairs: Office of the Under-Secretary-General - ST/SGB/Organization, section F/Rev.3; ST/SGB/248; ST/SGB/249
--Division for Palestinian Rights - ST/SGB/195
--Transfer of the United Nations Sahelian Office - ST/SGB/153

Political and Security Council Affairs - ST/SGB/Organization, section I and Amends.1-2, and Amend.3/Rev.1; ST/SGB/248; ST/SGB/249

Public Information - Department of - ST/SGB/Organization, section: DPI; ST/SGB/187; ST/AI/376; ST/AFS/SER.A/179

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East - ST/SGB/Organization, section Y

Secretariat Services for Economic and Social Matters - ST/SGB/163; ST/SGB/248; ST/SGB/249

Special Political Affairs: Office of the Under-Secretaries-General - ST/SGB/Organization, section D/Rev.1; ST/SGB/248; ST/SGB/249

Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia: Department for - ST/SGB/Organization, section: SPQRCDT/OCN; ST/SGB/248; ST/SGB/249

Technical Cooperation for Development - ST/SGB/162; ST/SGB/178; ST/SGB/248; ST/SGB/249

Transfer of the United Nations Sahelian Office to the United Nations Development Programme - ST/SGB/153

United Nations Industrial Development Organization: conversion to a specialized agency - ST/SGB/218

World Food Council -
ST/SGB/Organization, section: WFC

5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/46

Career Development Committee - ST/SGB/166; ST/SGB/246; ST/AI/301 and Add.1; ST/AI/358; ST/AI/373 and Add.1; ST/IC/86/52; ST/IC/86/62; ST/IC/1992/21

Central Examination Board - ST/SGB/173; ST/AI/375/Add.1

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.3
--Membership - ST/IC/1991/71 and Add.1

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service (ESCWA) - ST/AI/377
--General Service (New York) - ST/AI/358; ST/IC/89/77 (membership)
-- General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/87/30 (membership)
--Security Service and Trades and Crafts (New York) - ST/AI/358

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Exhibits Committee - ST/AI/376; ST/AFS/SER.A/179

Field Service Promotion Review Panel - ST/IC/1992/53

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I

Interdepartmental Committee for the Centre for Economic and Social Information - ST/SGB/Organization, annex I

Interdepartmental coordinating group of senior officials to supervise and direct implementation of various provisions of Security Council resolution 687 (1991) - ST/SGB/238

Interdepartmental Training Committee - ST/SGB/Organization, annex I; ST/SGB/144

Interdepartmental Working Group on Outer Space - ST/SGB/Organization, annex I

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I;
--At Headquarters - ST/SGB/200 and Amend.1
--Membership - ST/IC/1990/52

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Amendments to the Staff Rules - ST/AI/306
--Membership - ST/IC/1991/37
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1991/37

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/88/24
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1991/60

Programme Planning and Budgeting Board - ST/SGB/228 and Add.1/Rev.1

Property Survey Board:
Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Publications Board - ST/SGB/Organization, annex I/Amend.3 and Corr.1

Senior Advisory Board on Services to the Public - ST/SGB/231

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Senior Review Group and procedure for the filling of posts at the Director (D-2) level - ST/SGB/244
--Membership - ST/IC/1992/20

Special Advisory Board - ST/SGB/Organization, annex I

Specialized Board of Examiners - ST/SGB/173; ST/AI/375 and Add.1

Staff Incentive Review Committee: objectives and composition - ST/IC/85/39; ST/AI/320 and Add.1 and Add.1/Corr.1-2

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Standing Review Committee on Word-processing Training - ST/AI/325

Steering Committee for the Improvement of the Status of Women in the Secretariat:
-- Membership - ST/SGB/216 and Add.1-3
-- Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237

Technological Innovations Board - ST/SGB/245 (see also section XII.1 below)
--Membership of the Working Group of the Technological Innovations Board - ST/IC/1991/25

Technological Innovations Committees - ST/AI/345 (see also section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/Organization, annex I

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

6. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1 (English only); ST/SGB/125/Rev.2 (Spanish only)

United Nations Children's Fund - ST/SGB/Organization, annex III (see also E/ICEF/Misc.131)

United Nations Development Programme - ST/SGB/Organization, annex III

United Nations Fund for Population Activities (now United Nations Population Fund) - ST/SGB/Organization, annex III

United Nations Institute for Training and Research - ST/SGB/Organization, annex III

United Nations International Drug Control Programme - ST/SGB/240; ST/SGB/203 (para. 3)

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

United Nations University - ST/SGB/Organization, annex III

XI. PERSONNEL

1. Administration/staff relations

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.14
--Subject index - ST/AI/218/Rev.14/Add.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I
--At Headquarters - ST/SGB/200 and Amend.1
--Membership - ST/IC/1990/52

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Amendments to the Staff Rules - ST/AI/306
--Membership - ST/IC/1991/37
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1991/37

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/88/24
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1991/60

Personnel directives - ST/IC/83/21 and Add.1-16

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/206

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Staff-management relations: decentralization of consultation procedure - ST/SGB/172; ST/SGB/206

Staff representation activities - ST/IC/81/47

Staff representatives: facilities to be provided - ST/AI/293

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-2
--Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237

2. Allowances, entitlements and grants

Assignment grant - ST/SGB/114 and Add.1; ST/AI/364 and Corr.1 (French only) and Add.1-2

Children's allowance for staff in the Professional and higher categories and in the Field Service category - ST/IC/89/11

Dependency allowance or benefit for disabled children - ST/AI/366

Dependency allowances - ST/IC/82/48; ST/IC/89/11; ST/IC/1990/35; ST/IC/1992/56

Dependency status:
-- Definition - ST/AI/278/Rev.1
-- Review of dependency status and new questionnaire -ST/IC/1992/12

Education grant and special education grant for disabled children - ST/AI/181/Rev.9; ST/AI/249/Rev.3 and Amend.1 (para. 2 (c))

Education grant questionnaire - ST/IC/86/26

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Language allowance for staff in the Trades and Crafts category at Headquarters - ST/IC/1990/63

Mobility and hardship allowance - ST/AI/363 and Corr.1 and Add.1-2; ST/IC/1990/37
--Application to Field Service category - ST/AI/363/Add.1

Non-resident's allowance - ST/AI/314 and Add.1; ST/AI/275/Rev.2; ST/AI/350 and Amends.1-2; ST/IC/1992/40

Reimbursement for travel by private automobile - ST/AI/224/Rev.1 and Amend.14

Reimbursement for work permit fees levied by the Egyptian authorities - ST/IC/89/22

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.5

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amends.1-2; ST/IC/1992/40

Rental subsidies and deductions for staff at duty stations outside Europe and North America - ST/AI/275/Rev.2

Repatriation grant - ST/AI/262; ST/AI/269; ST/AI/300

Salaries and allowances: Currency of payments - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-2 (Rules 106.1-106.6)

Separation payments for staff in the Professional and higher categories and in the Field Service category- ST/IC/1992/18

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only) and Amend.1/Corr.2

Special post allowance - ST/AI/276

Spouse allowance - ST/IC/83/13

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amend.7
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

Threshold percentage for the purpose of calculating rental subsidies - ST/IC/1992/40; ST/AI/350 and Amends.1-2

3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

Administrative Review Unit - ST/SGB/164

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service (ESCWA) - ST/AI/377
--General Service (New York) - ST/AI/358; ST/IC/89/77 (membership)
-- General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/87/30 (membership)
--Security Service and Trades and Crafts (New York) - ST/AI/358

Disciplinary and appeals cases: members of Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels (see Panels on Discrimination and Other Grievances)

Joint Appeals Board: composition and functions - ST/SGB/Organization, annex I; ST/AI/306; ST/AI/351; ST/IC/88/10
--Membership and Secretary - ST/IC/1991/37

Joint Disciplinary Committee: composition and functions - ST/SGB/Organization, annex I: ST/IC/88/10
--Membership - ST/IC/88/24
--Representation by Counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1991/60

Procedures for appeal of classification decisions for posts in the General Service and related categories in New York - ST/AI/358

Recourse procedures in the United Nations Secretariat - ST/IC/82/7; ST/IC/88/10

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Revised disciplinary measures and procedures - ST/AI/371

Secretary of the Joint Disciplinary Committee - ST/IC/88/14

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Suspension pending investigation: amendment to Staff Rule 110.4 - ST/AI/307

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.3; ST/AI/149/Rev.3; ST/ADM/SER.A/1312

4. Appointments, placement and promotion

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/46

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment of senior officials - ST/SGB/236 (paras. 1 and 3 only); ST/SGB/249 and ST/SGB/250

Appointments, promotions and other staff changes - (Published quarterly; see numerical index under the series ST/IC/-)

Changes in the top echelon - ST/SGB/249 (see also Appointment of senior officials above)

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/375 and Add.1; ST/IC/1992/39
--1992 examination - ST/AI/375 and Add.1
--Central Examination Board - ST/AI/375/Add.1
--Format and procedures - ST/IC/1992/39

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207

Consideration of family members for employment in the General Service category in New York - ST/IC/89/25

Consultants - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Contractors: Institutional or corporate - ST/AI/327

Designation of Acting Controller - ST/SGB/250

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154; ST/IC/79/17/Rev.1

Field Service Promotion Review Panel - ST/IC/1992/53

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Implementation of General Assembly resolution 41/213 - recommendation 15 of the Group of High-level Intergovernmental Experts: post reduction - ST/IC/87/63

Language teachers: Granting of status of staff members - ST/AI/316

Movement of staff from the Field Service category to the Professional category - ST/AI/360

Outposting of staff - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/89/54

Part-time employment - ST/AI/291/Rev.1

Performance evaluation report system - ST/AI/240/Rev.2

Placement and promotion - ST/SGB/246; ST/AI/373 and Add.1; ST/IC/1992/21

Procedure for the filling of posts at the Director (D-2) level: Senior Review Group - ST/SGB/244; ST/IC/1992/20

Promotion policy and review (see Placement and promotion above)

Promotion registers (see numerical index under the series ST/IC/-)

Provisions for obtaining the services of individuals as technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297

Provisions for obtaining the services of individuals as temporary staff and individual contractors; and as consultants and participants in advisory meetings - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Salary policy in promotions - ST/AI/365 and Corr.1

Senior Review Group and procedure for the filling of posts at the Director (D-2) level - ST/SGB/244 --Membership - ST/IC/1992/20

Special post allowance to the Professional category - ST/AI/276

Staffing of peace-keeping missions - ST/IC/1992/26

Temporary suspension of recruitment - ST/SGB/247

Termination of permanent appointment for unsatisfactory services: Procedure - ST/AI/222

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

5. <u>Attendance, leave and working hours</u>

Annual leave from designated duty stations: travel expenses - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only) and Amend.1/Corr.2

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Maternity leave - ST/AI/219/Rev.2

National holidays (see Official holidays - ST/AI/283)

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Official holidays - ST/AI/283; ST/IC/1991/66

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310

Release of staff members in bad weather or other conditions - ST/AI/260

Study programmes (external): study leave - ST/AI/281/Rev.1

Time, attendance and leave recording - ST/AI/221/Rev.1 and Amend.1

Time off for voting on United States election day - ST/IC/1991/59

Unauthorized absence - ST/IC/79/10

Working hours - ST/IC/1992/49

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

7. Duties and obligations

Acceptance of gifts - ST/SGB/136

Conduct of staff members in relation to the General Assembly - ST/SGB/202

Conduct: Standards of conduct in the international civil service - ST/SGB/179; ST/ADM/SER.A/277; ST/IC/79/17/Rev.1; ST/IC/82/13; ST/IC/89/2

Confidential files: Abolition - ST/IC/82/77/Rev.1; ST/IC/88/19; ST/AI/292

Diplomatic plates: Unauthorized use - ST/IC/83/83

Equality of men and women in the Secretariat - ST/SGB/154; ST/IC/79/17/Rev.1

Obligations of staff members - ST/AI/182

Outside activities of members of the Secretariat - ST/AI/190/Rev.1

Rectification of date of birth or of other personal data - ST/AI/354

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/89/54; ST/IC/1992/26

Staff conduct at meetings - ST/ADM/SER.A/1303

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

8. Job classification systems

Classification Appeals and Review Committee:
--Field Service -ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service (ESCWA) - ST/AI/377
--General Service and related categories (New York) - ST/AI/358; ST/IC/89/77 (membership)
--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/87/30 (membership)

Classification of posts in the General Service and related categories in small and medium-sized duty stations - ST/AI/369 and Amend.1

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356 and Add.1

General Service Classification Appeals and Review Committee (New York):
--Membership - ST/IC/89/77
--Terms of reference - ST/AI/358

Job classification for General Service and related categories in New York - ST/AI/301 and Add.1; ST/AI/358; ST/IC/89/77

Job classification for General Service category in Addis Ababa - Implementation of initial exercise - ST/AI/356 and Add.1

Job classification for General Service and related categories in the Economic and Social Commission for Western Asia - Implementation of initial exercise - ST/AI/377

Job classification standards for security jobs at Headquarters - ST/AI/332 - see also ST/AI/301 and Add.1; ST/AI/358

Job classification system:
--Field Service category posts - ST/AI/344
--Professional jobs - ST/AI/277; ST/IC/87/30

9. General

Administrative issuances:
ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.14
--Subject index - ST/AI/218/Rev.14/Add.1

After-school recreation and study programme for United Nations children - ST/IC/1992/44

Arrangements for admission to premises, traffic, deliveries, catering facilities and commericial operations for the forty-seventh session of the General Assembly - ST/IC/1992/52

Bookshop discount for staff members - ST/AI/244

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Dependence status: Review of (and new questionnaire) - ST/IC/1992/12

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Direct deposit of salary - ST/IC/1990/27

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

International Women's Day - ST/IC/1992/13

Laissez-passer - ST/AI/155/Rev.2 (para. 5)

Official hospitality - ST/AI/192/Rev.1 and Corr.1 and Add.1

Official status files - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Parade of ships, 3 July 1992 - ST/IC/1992/41

Payroll clearance action: Personnel - ST/AI/155/Rev.2 and Amend.1

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Performance evaluation report system - ST/AI/240/Rev.2

Personal records cards: Maintenance - ST/AI/105

Personnel directives - ST/IC/83/21 and Add.1-16

Personnel questions and other matters of interest to the staff: Action taken by the General Assembly at its forty-sixth session - ST/IC/1992/29

Rectification of date of birth or of other personal data - ST/AI/354

Safety measures and accident prevention: reporting of work injuries - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Secretary-General's addresses to the staff of the United Nations and statements by the President of the Staff Committee at Headquarters - ST/IC/1991/72; ST/IC/1991/75; ST/IC/1992/3; ST/IC/1992/6

Smoking in conference rooms and offices - ST/IC/85/42; ST/IC/87/18; ST/IC/87/54

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Staff Relief Committees, United Nations - ST/AI/104 (see also Solicitation of voluntary contributions within the Secretariat, section VI.2 above):

Taxi fares - ST/AI/248 and Amend.1

Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/88/29; ST/IC/1992/28

Telephone system - ST/IC/78/22; ST/IC/86/66; ST/IC/87/29; ST/IC/1992/28

Time off for voting on United States election day - ST/IC/1991/59

Unauthorized use of diplomatic plates by Secretariat officials - ST/IC/83/83

United Nations International School: International education for children of United Nations staff at Headquarters - ST/IC/1991/36

United Nations Medical Service: Temporary restriction of services - ST/IC/1992/54

Wearing of grounds passes - ST/SGB/193; ST/AI/333; ST/IC/1992/42

Working hours - ST/IC/1992/49

Working languages of the Secretariat - ST/SGB/201; ST/SGB/212

10. Medical and other insurance

Addresses and telephone numbers for claims and benefit inquiries: Insurance carrier - ST/IC/1992/36 (annex XIII)

After-service health insurance - ST/AI/172 and Amends.2-3 and Add.2

Changes in health insurance arrangements - ST/ADM/SER.A/1867 (paras. 1 and 4 only)

Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme - ST/IC/86/20

Children's age limitation in United Nations health insurance schemes - ST/IC/86/72

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Group life insurance:
--Changes in coverage - ST/IC/78/38
--Premium rate reduction - ST/IC/89/70
--Waiver of automatic increase - ST/IC/1992/32

Health and Life Insurance Committee: Composition and functions - ST/SGB/Organization, annex I

Hearing-aid and optical lens benefit - ST/IC/1992/23

Medical and dental insurance plans and schemes - (Blue Cross/AETNA, HIP/HMO, GHI and MIP); ST/ADM/SER.A/1867 (paras. 1 and 4 only); ST/IC/84/4; ST/IC/87/33; ST/IC/1992/36; ST/AI/343
--Annual enrolment campaign - ST/IC/1992/36

Medical insurance plan (MIP) for locally recruited staff at designated duty stations - ST/IC/87/33; ST/AI/343

Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Optical lens benefit: Hearing-aid and - ST/IC/1992/23

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.5

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters - ST/IC/1991/73

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/172 and Amends.2-3 and Add.2

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1

Increase in contributions to the United Nations Joint Staff Pension Fund - ST/IC/1990/10

Joint Staff Pension Board: composition and functions - ST/SGB/Organization, annex II

Participation of mission staff in the United Nations Joint Staff Pension Fund - ST/AI/197

Pensionable remuneration on promotion to the Professional category - ST/AI/209

Pensionable remuneration scales for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1991/62

Personal identification cards for retired staff members - ST/AI/333

Retention in service and employment beyond the age of retirement - ST/AI/213/Rev.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-2 (Rules 106.1-106.6)

Tax equalization - Joint Staff Pension Fund - ST/SGB/171

Transitional measure under the United Nations Joint Staff Pension Fund adjustment system: waiver of period of notice of resignation - ST/IC/1992/7

12. Post adjustment

Application of remuneration correction factor to post adjustment at Geneva and Vienna; implementation of Administrative Tribunal Judgement No. 421 - ST/IC/88/55

Post adjustment classification for New York - ST/IC/1992/17

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/Staff Rules/3/Rev.4 and Corr.1

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

December (1991) mid-month salary advance - ST/IC/1991/68

Field Service category - ST/IC/1991/62; ST/IC/1992/16

General Service categories (including Security Service, Trades and Crafts, Public Information Assistants and Language Teachers) - ST/IC/87/67 and Corr.1; ST/IC/1990/35 (paras. 5-6 only); ST/IC/1990/48; ST/IC/1990/66 (para. 4 only); ST/IC/1992/56

Language teachers - ST/AI/316; ST/IC/1990/35 (paras.5-6 only); ST/IC/1990/48; ST/IC/1992/56

Language-typing and word-processing units: Salary differential - ST/AI/259/Rev.10 and Amend.3

Long-service step in salary scales - General Service - ST/IC/87/46; ST/IC/1992/56

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Professional and higher categories - ST/SGB/Staff Regulations/Rev.21 and Amend.1; ST/IC/1992/16

Separation payments for staff in the Professional and higher categories and in the Field Service category - ST/IC/1992/18

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Staff Regulations - ST/SGB/Staff Regulations/Rev.21 and Amend.1

Staff Rules:
--Conference and other short-term service - ST/SGB/Staff Rules/3/Rev.4 and Corr.1
--Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
--Secretariat personnel (series 100) - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-2
--Technical assistance project personnel (series 200) - ST/SGB/Staff Rules/2/Rev.7 and Corr.1 (English only) and Amend.1

15. Training, career development and examinations

Career development system - ST/SGB/166; ST/AI/277; ST/AI/301 and Add.1; ST/AI/358; ST/IC/86/52; ST/IC/86/62 (see also Placement and promotion below)

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/375 and Add.1; ST/IC/1992/39
--1992 examination - ST/AI/375 and Add.1
--Central Examination Board - ST/AI/375/Add.1
--Format and procedures - ST/IC/1992/39

Competitive examinations:
--1992: Arabic interpreters - ST/IC/1992/4
--1992: Spanish interpreters - ST/IC/1991/56

Computer training - ST/IC/1992/50

External studies programme - ST/AI/281/Rev.1

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)

Interdepartmental Training Committee: composition and functions - ST/SGB/Organization, annex I; ST/SGB/144

Language proficiency:
--Conditions for promotion and accelerated increment based on knowledge of second language (Professional and above) - ST/AI/207
--Examinations - ST/IC/1991/69; ST/IC/1992/25

Language training programme: academic year 1992-1993 - ST/IC/1992/34

Linguistic standards - Secretariat - ST/AI/113

National competitive examinations - ST/SGB/210

Placement and promotion - ST/SGB/246; ST/AI/373 and Add.1; ST/IC/1992/21

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Study leave - ST/AI/281/Rev.1

Word-processing operations:
--Computer training - ST/IC/1992/50
--Decentralization of basic training - ST/AI/325
--Guidelines for work with visual display units - ST/IC/84/18 and Amend.1
--Standard for word-processing software for microcomputers - ST/AI/361
--Tests - ST/AI/334

16. United States taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74; ST/IC/1991/39

Investment income from United States sources: staff members who are not United States nationals - ST/IC/84/10; ST/IC/84/74

Payment of income taxes - ST/IC/84/80; ST/IC/87/64; ST/IC/1991/2; ST/IC/1992/8

Significant changes in United States estate tax and their possible effect on non-United States citizen staff members - ST/IC/1991/39

17. Visas

Employment of family members on G-4 visa - ST/AI/294; ST/IC/78/53; ST/IC/89/13; ST/IC/89/25

Household employees: procedure for obtaining G-5 visa - ST/AI/294

Information on staff members requested by the United States Mission - ST/IC/87/27 (English only) and Add.1 (English only)

Procedure for obtaining G-4 and G-5 visas - ST/AI/294

United States Immigration Reform and Control Act of 1986 - ST/IC/87/16 and Corr.1; ST/IC/89/7

United States Immigration Technical Corrections Act of 1988 - ST/IC/89/7

Visa Committee: composition and functions - ST/SGB/Organization, annex I

Visa status of non-United States staff - ST/AI/294

XII. PROPERTY AND SUPPLIES

1. Property control

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Office automation standardization: Policies and procedures - ST/AI/347
--Service calls for office equipment - ST/IC/1991/57

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Computer training - ST/IC/1992/50
--Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Service calls for office equipment - ST/IC/1991/57
--Software products for microcomputers - ST/IC/1991/4
--Word-processing software for microcomputers: Standard - ST/AI/361

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Desktop publishing hardware and software: Standards - ST/AI/359
--Guidelines for electronic publishing - ST/AI/189/Add.26

Document copying and duplicating facilities - ST/ADM/SER.A/1214

Economy in the use of stationery and office supplies - ST/ADM/SER.A/1814; ST/IC/88/18

Excess property - ST/AI/322

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347
--Desktop publishing hardware and software: Standards - ST/AI/359
--Word-processing software for microcomputers: Standard - ST/AI/361

Official cars: Policy on provision and use - ST/AI/337

Operating system software to be used on personal computer local area networks - ST/IC/1991/18

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Securing United Nations property - ST/IC/81/38; ST/AI/341

Service calls for office equipment - ST/IC/1991/57

Software products for microcomputers - ST/IC/1991/4

Technological Innovations Board - ST/SGB/245; see also: ST/AI/339; ST/AI/345; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/IC/1991/4; ST/IC/1991/5; ST/IC/1991/18; ST/IC/1991/25; ST/IC/1991/57

Technological Innovations Committees - ST/AI/345; see also ST/AI/339; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/IC/1991/4; ST/IC/1991/5; ST/IC/1991/18; ST/SGB/245

Word-processing software for microcomputers: Standard - ST/AI/361

2. General

Authority for mailing official United Nations publications, supplies and equipment - ST/AI/82; ST/AI/189/Add.10

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

Energy conservation - ST/AI/323; ST/IC/89/34

XIII. PROTOCOL

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

Accompanied excess baggage: Reimbursement of cost - ST/AI/229 and Add.1-2

Automobiles: Transportation of privately owned automobiles at United Nations expense - ST/AI/176/Rev.3 and Corr.1 and Amend.1; ST/AI/224/Rev.1 and Amend.16

Duty-free and tax-free entry of baggage and effects into the United States - ST/AI/254 and Amends.1-2

Reimbursement for travel by private motor vehicle - ST/AI/224/Rev.1 and Amend.16

Shipping and insurance procedures for shipment of personal effects and household goods - ST/AI/238/Rev.1; ST/IC/1991/12

Travel and shipping restrictions - ST/IC/1991/12

Unaccompanied shipments and insurance coverage for personal effects and household goods - ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) and Amend.2

2. Expenses

Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amend.7

Computation of travel subsistence allowance - ST/AI/196 and Amend.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only) and Amend.1/Corr.2

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amend.7
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1

Terminal expenses - ST/AI/206/Rev.3 and Amend.1

Travel expenses and subsistence allowances:
--Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6
--United Nations conferences - ST/AI/133

3. General

Airline mileage credit - ST/IC/85/18; ST/IC/88/6

Control of travel on official business - ST/SGB/207/Rev.1; ST/AI/319

Education grant travel - ST/AI/249/Rev.3 and Amend.1

Family visit travel - ST/AI/215/Rev.1; ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only) and Amend.1/Corr.2

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Host country travel regulations - ST/IC/85/48; ST/IC/85/74 and Corr.1; ST/IC/85/76; ST/IC/86/4; ST/IC/87/42; ST/IC/88/57; ST/IC/89/10; ST/IC/1990/14; ST/IC/1990/16; ST/IC/1990/34; ST/IC/1990/67; ST/IC/1990/74; ST/IC/1991/3; ST/IC/1991/48; ST/IC/1991/67; ST/IC/1992/2; ST/IC/1992/33; ST/IC/1992/51

Information for United Nations travellers - ST/AI/257; ST/IC/1991/12

Mode and standards of travel - ST/AI/249/Rev.3 and Amend.1

Official travel:
--Arrangements for approval - ST/AI/319
--Procedures - ST/SGB/207/Rev.1; ST/AI/319
--Travel and shipping restrictions - ST/IC/1991/12

Official travel agency at Headquarters - ST/IC/83/67

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel - ST/IC/1990/13 and Amends.1-2 and Amend.2/Corr.1

Standard of accommodation:
--Airline mileage credit - ST/IC/85/18; ST/IC/88/6
--Travel time and rest stopovers - ST/AI/249/Rev.3 and Amend.1

Travel advance payments - ST/IC/84/65

Travel and shipping restrictions - ST/IC/1991/12

Travel time and rest stopovers - ST/AI/249/Rev.3 and Amend.1

Visas (see section XI.17 above)

INDEX

	Page
Absence: Unauthorized	23
Accelerated increment: Conditions for promotion	21
Acceptance of gifts	23
Acceptance of remuneration from external sources	6
Access to League of Nations archives	3
Accommodation: Standard of	33
Accompanied excess baggage	31
Acquisition, replacement and maintenance of office automation equipment	8, 30
Acquisition, use and support of microcomputers	8, 30
Addresses and telephone numbers for claims and benefit inquiries (medical insurance carrier)	26
Administration and Management - Department of	12
Administration of internal appeals and disciplinary systems - transfer of responsibilities, and reform programmes	20
Administration of the Staff Regulations and Staff Rules	23, 28
*Administration/staff relations	17
Administrative instructions and information circulars: Secretary-General's bulletins,	9
Administrative issuances	6, 17, 24
Administrative Management Service (now Management Advisory Service)	12
Administrative Review Unit	20
Advisory Board on Compensation Claims	3, 15
Advisory Committee for the Coordination of Information Systems (see Inter-Organization Board for Information Systems and Related Activities)	
African Institute for Economic Development and Planning	6, 11, 17
After-school recreation and study programme for United Nations children	24
After-service health insurance	26
Airline mileage credit	32
Airmail envelopes: Use of	4
Alcohol/substance abuse: Employee assistance in cases of	25, 26
*Allowances, entitlements and grants	18-20
Annual leave from designated duty stations - travel expenses	22
*Appeals	20-21
Appointment and Promotion Board	15, 21
Appointment and Promotion Committee	15, 21

* Indicates heading.

	Page
Appointment and Promotion Panel	15, 21
Appointment and promotion committees at designated offices away from Headquarters	21
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	21
Appointment of senior officials	11, 21
*Appointments, placement and promotion	21-22
Approving officers: Certifying and	6
*Archives and records: Communications,	3-4
Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for sessions of the General Assembly	1, 24
Arrest or detention of staff members, other agents of the United Nations and members of their families: Reporting (see International civil service - security, safety and independence)	
Asian Institute for Economic Development and Planning	6, 11, 17
Assignment grant	18
Assignment of staff to a duty station other than their official duty station for periods of less than one year	32
*Attendance, leave and working hours	22
*Authority: Delegation of	23
Authority for mailing official United Nations publications, supplies and equipment	31
Authority of United Nations security officers	2
*Automobiles, baggage and customs	31-33
*Baggage and customs: Automobiles,	31-33
Beneficiary: Designation, change or revocation of	3, 24
Board: Central Examination	15
Board of Auditors	6
Board of Examiners: Specialized	16
Boards: see Organizational structure	
Bookshop - United Nations	1, 8, 24
*Buildings, premises and security	1-2
Cables	3, 4
*Career development and examinations: Training,	28-29
Career Development Committee	15
Cars: Official	30
Catering arrangements	1, 8

	Page
Central Emergency Revolving Fund: Establishment and operation	8
Central Evaluation Unit	12
Central Examination Board	15
Central Monitoring Unit	12
Centre for Human Rights (Office at Geneva)	13
Centre for Human Settlements	12
Centre on Transnational Corporations - United Nations (responsibilities now incorporated in the Department of Economic and Social Development)	12
Certifying and approving officers	6
Changes in the top echelon	11, 21
Cheque signatories and finance officers designated as approving officers	6
*Claims	3
Claims Board	3, 15
Classification Appeals and Review Committees	15, 20, 24
Committee on Contracts	1, 15, 31
Committee on the Employment of Women in the Secretariat	15, 21
*Communications, archives and records	3-4
Compensation and related rules - application to staff	3, 26
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	3
Compensation for loss of, or damage to, personal effects	3
Competitive examinations	21, 28
Computer training	8, 28
Computer virus alert	9
Conduct of staff members	23
Conference on Trade and Development - secretariat of the United Nations	12
Conference Services - Office of	12
*Conferences	4
Confidential files - Abolition	23
Confidential material: Valuables and	3, 9
Confidentiality of mailing lists and registers	3, 9
Conservation: Energy	1, 31
Consultants (including technical assistance personnel)	21
Consultative Committee on Administrative Questions	12
Contractors - institutional or corporate	21
Contracts: Committee on	1, 15, 31
Contributions from non-member States	6
Control of travel on official business	32
Control of United Nations property covered by personal property receipts	30

	Page
Copying: Document	9, 30
Copyright in United Nations publications	5
*Correspondence and mailing: Communications,	3-4
Currency of payments of salaries and allowances	19, 24, 27
*Customs: Automobiles, baggage and	30-31
Dag Hammarskjöld Library	10, 12
Dag Hammarskjöld Memorial Library building	1, 10
Death and disability coverage for members of the Joint Inspection Unit	3
Delegates Dining Room: Credit policy	6, 8
Delegation of authority under the Financial Rules	7, 23
Delivery and picking up of personal packages	2, 3
Department for Disarmament Affairs (responsibilities now incorporated in the Department of Political Affairs)	13
Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the Commissioner for Namibia (responsibilities now incorporated in the Department of Political Affairs)	14
Department of Administration and Management	12
Department of Conference Services (now Office of Conference Services)	12
Department of Economic and Social Development	13
Department of Humanitarian Affairs	13
Department of International Economic and Social Affairs (responsibilities now incorporated in the Department of Economic and Social Development)	13
Department of Peace-keeping Operations	14
Department of Political Affairs	14
Department of Political and Security Council Affairs (responsibilities now incorporated in the Department of Political Affairs)	14
Department of Public Information	14
Department of Technical Cooperation for Development (responsibilities now incorporated in the Department of Economic and Social Development)	14
Dependency allowances and benefits	18
Dependency status	18
Deposit of salary: Direct	6, 25
Depository libraries	5
Designation of Acting Controller	11, 21
Designation of staff members performing significant functions	6, 23
Designation, change or revocation of beneficiary	3, 24

	Page
Desktop publishing hardware and software - standards	4, 9, 30
Diplomatic plates: Unauthorized use	23, 26
Diplomatic pouch	4
Disarmament Affairs - Department for (responsibilities now incorporated in the Department of Political Affairs)	13
Disaster Relief Coordinator - Office of the United Nations (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	13
Disciplinary and appeals cases	20
Disciplinary measures and procedures: Revised	20
Distribution of documents, meetings records, official records and publications	4, 5
Division for Palestinian Rights (Political and General Assembly Affairs - now Political Affairs)	14
Documentation for meetings	4
*Documents and publications	4-6
Documents services: Requests for	5
Drug Control Programme: United Nations International	8, 14, 17
*Duties and obligations	23
Duty-free and tax-free entry of baggage and effects into the United States	31
Economic and Social Commission for Asia and the Pacific - secretariat of the	13
Economic and Social Commission for Western Asia - secretariat of the	13
Economic and Social Development: Department of	13
Economic Commission for Africa - secretariat of the	13
Economic Commission for Europe - secretariat of the	13
Economic Commission for Latin America and the Caribbean - secretariat of the	13
Economy in the use of stationery and office supplies	30
Education grant and special education grant for disabled children	19
Education grant travel	32
Electronic Data-Processing and Information Systems Service	13
Electronic publishing	5, 9
Elevators	1
Emblem: Use of United Nations	6
Emergency Relief Coordinator - see Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	25, 26

	Page
*Employment beyond retirement: Pensions, post-retirement services and	27
Employment of family members in the General Service category: Consideration	21
Employment of family members on G-4 visa	29
Employment of spouses	21
Employment of Women in the Secretariat: Committee on	15, 21
Employment: Part-time	22
Energy conservation	1, 31
*Entitlements and grants: Allowances,	18-20
Environment Programme - secretariat of the United Nations	13
Environmental conditions (see Secretariat buildings)	
Equality of men and women in the Secretariat	21, 23
Equipment: Acquisition, replacement and maintenance of office automation	8, 30
Equipment, supplies or services: Requisition for	9, 30
Escalators	1
Establishment and maintenance of branch libraries and reference centres	10
Establishment and management of trust funds	8
Establishment and operation of the Central Emergency Revolving Fund	8
Estate tax: Significant changes in United States (and their possible effect on non-United States citizen staff members)	29
*Examinations: Training, career development and	28-29
Excess property	1, 30
Exchange of United Nations documents and publications	5
Executive Office of the Secretary-General	13
Exhibits Committee - guidelines	9, 15
Expenses: Terminal (and travel)	32
External studies programme	28
Family visit travel	32
Field Operational and External Support Activities, Office for	13
Field Service category:	
Mission subsistence allowance	10
Movement to Professional category	10, 22
Salary scales and payments	28
Separation payments	19, 28
Files: Official status - consolidation of personnel records into	25

	Page
Filing of adverse material in personnel records	25
*Finance	6-8
*Financial arrangements	6
Financial Regulations and Rules	7
Financial Services - Office of	13
Financial situation of the Organization	7, 11
Flag Code and Regulations: United Nations	31
Forms management programme	9
*Garage	2, 8
Garage Review Board	2, 15
General Assembly: Personnel questions	25
General Assembly: Conduct of staff members in relation to	23
General Assembly: Arrangements for admission to premises, traffic, deliveries, catering facilities and commercial operations for sessions of the	1, 24
*General office procedures	8-9
General Service Classification Appeals and Review Committees	15, 20, 24
General Services - Office of	13
General trust funds	8
Gifts: Acceptance of	23
Gifts and historical items - preservation of	3
Grievance panels	20
Grounds passes	2
Group life insurance	26
Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	11
Hardship allowance: Mobility and	19
Headquarters postal address	3
Health and Life Insurance Committee	15, 26
Hearing aid and optical lens benefit	26
Home leave - change of place of home leave and change of country of home leave	19, 22, 32
Hospitality: Official	7, 25
Host country travel regulations	32
Household employees - procedure for obtaining G-5 visa	29
Human Resources Management: Office of (formerly Office of Personnel Services)	14
Humanitarian Affairs - Department of	13

	Page
Identification cards: Personal	2, 27
Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988: United States	30
Income taxes: Payment of	29
Information circulars: Secretary-General's bulletins, administrative instructions and	9
Information for United Nations travellers	32
Information on staff members requested by the United States Mission	29
Institutes	6, 11, 18
*Insurance: Medical and other	26-27
*Inter-agency boards and committees	12
Inter-Organization Board for Information Systems and Related Activities (now Advisory Committee for the Coordination of Information Systems)	12
Interdepartmental Committee for the Centre for Economic and Social Information	15
Interdepartmental coordinating group of senior United Nations officials to supervise and direct implementation of various provisions of Security Council resolution 687 (1991)	15
Interdepartmental Training Committee	15, 29
Interdepartmental Working Group on Outer Space	16
Internal Audit Division	13
International Civil Service Commission	12
International civil service - security, safety and independence	17, 25
International Computing Centre	12
International Economic and Social Affairs - Department of (responsibilities now incorporated in the Department of Economic and Social Development)	13
International instruments (conventions, agreements, treaties, etc.) - Secretariat procedures with regard to	9
International Research and Training Institute for the Advancement of Women	11, 17
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	6
International Trade Centre	6
International Women's Day	25
Inventory control: Property records and	30
Issuances: Administrative	6, 17, 24

	Page
*Job classification systems	24
Joint Advisory Committee	16, 18
Joint Appeals Board	16, 18, 20
Joint Catering Advisory Committee	16, 18
Joint Disciplinary Committee	16, 18, 20
Joint Inspection Unit: Death and disability coverage for members of the	3
Joint Inspection Unit - functions	12
Joint Staff Pension Board - United Nations	12, 27
Joint Staff Pension Fund: Increase in contributions to the United Nations	27
Joint Staff Pension Fund: Participation of mission staff in the United Nations	10, 27
Joint Staff Pension Fund, United Nations: Tax equalization	27
Keys: Safeguarding of	1, 2, 9, 31
Laissez-passer	25
Language allowance for staff in the Trades and Crafts category at Headquarters	19
Language proficiency	29
Language teachers	22, 28
Language training programme	29
Language-typing and word-processing units - salary differential	7, 28
Latin American Institute for Economic and Social Planning	6, 12, 17
Law of the Sea - secretariat of the Third United Nations Conference on the (responsibilities now incorporated in the Office of Legal Affairs)	13
League of Nations archives: Access to	3
*Leave and working hours: Attendance,	22
Leave: Study	29
Legal Affairs - Office of	13
Libraries: Depository	5
Library	1, 10, 12
Life insurance: Group	26
Linguistic standards - Secretariat	29

	Page
Lost and found property: Security of valuable articles	2
Losses of cash	7
Lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel: Option of	33
Mail Operations Section (General Services - Office of)	13
*Mailing: Communications, correspondence and	3-4
Mailing lists and registers: Confidentiality of	3, 9
Mailing of official United Nations documentation	5
Mailing official United Nations publications, supplies and equipment: Authority for	31
Management Advisory Service (formerly Administrative Management Service)	12
Management improvement programme	9
Manpower utilization surveys - implementation and follow-up of recommendations	11
Manual of the Secretariat: Organization	11
Material and package removal passes	2, 30
Maternity leave	22
Medal for award to military personnel - regulations	10
Medal Programme - United Nations	8
*Medical and other insurance	26-27
Medical examinations for family members: Reimbursement of costs of basic	19, 26
Medical Service: United Nations - Temporary restriction of services	26
Meditation Room located in the visitors' lobby of the General Assembly building	1
Messenger unit zoning system	3
Microcomputers in the United Nations: Acquisition, use and support of - guidelines for	8, 30
Microcomputer viruses - prevention	2, 9, 30
Mid-month salary advances - adjustment	7
Mission allowances for Field Service category	10, 18-20
*Missions	10
Mobility and hardship allowance	19
Mode and standards of travel	32
Motorcycle and bicycle parking	2
Movement of staff from the Field Service category to the Professional category	10, 22

	Page
Namibia - see Department for Special Political Questions Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for (responsibilities now incorporated in the Department of Political Affairs)	
National competitive examinations	29
National holidays	23
Newsletters	5
Newspapers - circulation	10
Night differential	23, 28
Nomenclature: Organizational	11
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	11
Non-reimbursable loans of personnel services from sources external to the United Nations common system	7
Non-resident's allowance	19
Obligations of staff members	23
Office at Geneva - United Nations	13
Office at Vienna - United Nations	14
Office automation equipment: Acquisition, replacement and maintenance of	8, 30
Office automation standardization - policies and procedures	9, 30
Office automation technology: Training	29
Office for Field Operational and External Support Activities	13
Office for Political and General Assembly Affairs and Secretariat Services (responsibilities now incorporated in the Department of Political Affairs)	14
Office for Programme Planning, Budgeting, Monitoring and Evaluation	14
Office for Research and the Collection of Information (responsibilities now incorporated in the Department of Political Affairs)	14
Office of Conference Services	12
Office of Financial Services	13
Office of General Services	13
Office of Human Resources Management (formerly Office of Personnel Services)	14
Office of Legal Affairs	13
Office of Personnel Services (now Office of Human Resources Management)	14

	Page
Office of Programme Planning, Budget and Finance (see Office for Programme Planning, Budgeting, Monitoring and Evaluation)	
Office of Secretariat Services for Economic and Social Matters (responsibilities now incorporated in the Department of Political Affairs)	14
Office of the Under-Secretaries-General for Special Political Affairs (responsibilities now incorporated in the Department of Peace-keeping Operations)	14
Office of the Under-Secretary-General for Political and General Assembly Affairs (responsibilities now incorporated in the Department of Political Affairs)	14
Office of the United Nations High Commissioner for Refugees	14
Office of the United Nations Disaster Relief Coordinator (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	13
*Office procedures: General	8-9
Office supplies: Economy in the use of stationery and	30
Official cars	30
Official holidays	23
Official hospitality	7, 25
Official status files - consolidation of personnel records into	25
Official travel	7, 33
Official United Nations travel to and representation at conferences and meetings	4, 33
Operating system software to be used on personal computer local area networks	30
Optical lens benefit: Hearing-aid and	26
Organization manual of the Secretariat	11
Organizational nomenclature	11
*Organizational structure	11-17
Outposting of staff from the established location of a department to another location	22
Outside activities of members of the Secretariat	23
Overtime compensation at Headquarters	7, 23, 28
Package removal passes: Material and	2, 30
Panels of Counsel	16, 18
Panels on Discrimination and other Grievances	16, 18, 20
Parade of Ships, 3 July 1992	1, 25

	Page
Parking rates	2
Part-time employment	22
Pass and Identification Unit office location	2
*Passes	2
Payment of income taxes	29
Payroll clearance action: Personnel	7, 9, 25
Payroll deduction for personal cheques returned by banks	7, 25
Peace-keeping Operations - Department of	14
Peace-keeping Operations: Senior Planning and Monitoring Group	10, 16
Pension Board, United Nations: Joint Staff	12, 27
Pension Fund: Participation of mission staff in the United Nations Joint Staff	10, 27
*Pensions, post-retirement services and employment beyond retirement	27
Performance evaluation report system	22, 25
Personal computer local area networks: Operating system software	30
Personal identification cards	2, 27
Personal insurance assistance programme	26
*Personnel	17-30
Personnel directives	9, 18, 25
Personnel payroll clearance action	9, 25
Personnel questions - action taken by the General Assembly	25
Personnel records cards - maintenance	9, 25
Personnel Services - Office of (now Office of Human Resources Management)	14
Placement and promotion	22, 29
Political Affairs - Department of	14
Political and General Assembly Affairs - Office of the Under-Secretary-General for (responsibilities now incorporated in the Department of Political Affairs)	14
Political and Security Council Affairs - Department of (responsibilities now incorporated in the Department of Political Affairs)	14
Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for Special (responsibilities now incorporated in the Department of Political Affairs)	14
*Post adjustment	27
Post adjustment classification for New York	27
Postal address: Headquarters	3
*Post-retirement services and employment beyond retirement: Pensions,	27
*Pouch	4
*Premises and security: Buildings,	1-2

	Page
Procedure for the filling of posts at the Director (D-2) level: Senior Review Group and	16, 22
Programme Planning, Budget and Finance - Office of (see Programme Planning, Budgeting, Monitoring and Evaluation: Office for)	
Programme Planning and Budgeting Board	16
Programme support accounts	8
Promotion policy and review	22
Promotion registers	22
*Promotion: Appointments, placement and	21-22
*Property and supplies	30-31
Property: Excess	1, 30
Property Survey Board	16, 30
*Protocol	31
Public Information - Department of	14
Publications Board	4, 16
*Publications: Documents and	4-6
Publishing: Electronic	5, 9
*Records: Archives and	3
Records management: Archives and (General Services - Office of)	13
Recourse procedures	20
Recruitment: Temporary suspension	22
Rectification of personal data - request for	23, 25
Recycling programme in the Secretariat building: Office paper	9
Reference centres: Establishment and maintenance of branch libraries and	10
References and acknowledgements (in United Nations publications and documents)	5
Regional Commissions Liaison Office	14
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	31
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	2, 23
*Regulations and rules (Finance)	7
*Regulations and rules (Staff)	28
*Regulations for the control and limitation of documentation	5-6
Reimbursement for work permit fees	19

	Page
Reimbursement of costs of basic medical examinations for family members	19, 26
Release of staff members in bad weather and other conditions	23
Relief and Works Agency for Palestine Refugees in the Near East - United Nations	14
Relief Committees - United Nations: Staff (see also Solicitation of voluntary contributions within the Secretariat)	25
Remuneration from external sources: Acceptance of	6
Renovation of elevators in the Secretariat building (see Elevators)	19
Rental subsidies and deductions	19
Repatriation grant	20
Representation by counsel in disciplinary and appeals cases	9, 30
Requisition for equipment, supplies or services	
Research and the Collection of Information: Office for (responsibilities now incorporated in the Department of Political Affairs)	14
Restructuring of Secretariat departments and offices	11
Retention in service and employment beyond the age of retirement	27
*Revenue-producing activities	8
Revised disciplinary measures and procedures	20
Rules governing compensation in the event of death, injury or illness	27
*Rules: Staff regulations and	28
Safeguarding of United Nations keys	1, 2, 9, 31
*Safety	2
Safety measures and accident prevention - reporting of work injuries	2, 25
Sahelien Office: Transfer to UNDP	14
Salary advances: Mid-month	7
Salary differential for General Service staff in the language-typing and word-processing units	7, 28
Salary: Direct deposit	6, 25
Salary policy in promotions	22
*Salary scales and payments	27-28
Sale of copies of United Nations recordings - procedure	3
Scheduling of meetings and provision of conference services	4
Scheme of social security for the staff	19, 27
*Secretariat boards and committees	15-17

	Page
Secretariat buildings	1
*Secretariat departments and units	12-15
Secretariat of the Economic Commission for Africa	13
Secretariat of the Economic and Social Commission for Asia and the Pacific	13
Secretariat of the Economic Commission for Europe	13
Secretariat of the Economic Commission for Latin America and the Caribbean	13
Secretariat of the Economic and Social Commission for Western Asia	13
Secretariat of the Third United Nations Conference on the Law of the Sea (responsibilities now incorporated in the Office of Legal Affairs)	13
Secretariat of the United Nations Conference on Trade and Development	12
Secretariat of the United Nations Environment Programme	13
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	14
Secretariat of the World Food Council	15
*Secretariat: Organizational structure	11-17
Secretariat procedures with regard to international instruments (conventions, agreements, treaties, etc.)	9
Secretariat Services for Economic and Social Matters - Office of (responsibilities now incorporated in the Department of Political Affairs)	14
Secretary of the Joint Disciplinary Committee	20
Secretary-General: Addresses to the staff of the United Nations	25
Secretary-General: Executive Office of the	13
Secretary-General's bulletins, administrative instructions and information circulars	9
Secretary-General's records and archives (see United Nations archives and records management)	
Securing United Nations property	31
*Security	2
Security, safety and independence: International civil service	17, 25
Senior Advisory Board on Services to the Public	16
Senior Planning and Monitoring Group for Peace-keeping Operations	10, 16
Senior Review Group and procedure for the filling of posts at the Director (D-2) level	16, 22
Separation payments	19, 28
Service calls for office equipment	9, 31
Shipping and insurance procedures for shipment of personal effects and household goods	31

	Page
Ships, Parade of	1, 25
Shutdown of electrical power: see Secretariat buildings	
Smoking in conference rooms and offices	25
Social security for the staff: Scheme of	19, 27
Software products for microcomputers	9, 31
Solicitation of voluntary contributions within the Secretariat (see also Staff Relief Committees - United Nations)	7
Special Advisory Board	16, 18, 20
Special conferences - planning, preparation and servicing	4
Special entitlements for staff members serving at designated duty stations	19, 32
Special Political Affairs - Office of the Under-Secretaries-General for (now Department of Peace-keeping Operations)	14
Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia - Department for (responsibilities now incorporated in the Department of Political Affairs)	14
Special post allowance to the Professional category	22
Specialized Board of Examiners (see also Competitive examination for promotion to Professional category)	16
Spouse allowance	19
Staff conduct	23
Staff Incentive Programme	19, 25, 29
Staff Incentive Review Committee	16
*Staff regulations and rules	28
*Staff relations: Administration/	17-18
Staff Relief Committees - United Nations (see also Solicitation of voluntary contributions within the Secretariat)	25
Staff representation activities	18
Staff representatives - facilities to be provided	18
Staff-Management Coordination Committee	16, 18
Staff-management relations	18
Staffing of peace-keeping missions	10, 22
Stamps: United Nations	8
Standard of accommodation	33
Standing Review Committee on Word-Processing Training	16
Stationery and office supplies: Economy in the use of	30
Status: Dependency	18, 24
Steering Committee for the Improvement of the Status of Women in the Secretariat	16, 18
Stock review and disposal - official records and publications	5

	Page
Study leave	23
Subsistence allowance	19, 32
Substance abuse: Employee assistance in cases of alcohol/	25, 26
*Supplies: Property and	30-31
Survey of housing and domestic service for calculation of post adjustment	20, 27
Suspension pending investigation	21
Tax equalization - United Nations Joint Staff Pension Fund	27
*Taxes: United States	29
Taxi fares	7, 25
Technical Cooperation for Development - Department of (responsibilities now incorporated in the Department of Economic and Social Development)	14
Technical cooperation trust funds	8
Technological Innovations Board	17, 31
Technological Innovations Committees at regional commissions and other locations away from Headquarters - establishment and operation	17, 31
Telegraph form	4, 9
Telephone communication services to the United Nations Office at Geneva, the United Nations Office at Vienna and the Economic Commission for Latin America and the Caribbean	4
Telephone system	4, 9, 25
Temporary suspension of recruitment	22
Terminal expenses	32
Termination of permanent appointment for unsatisfactory services - procedure	22
Threshold percentage for the purpose of calculating rental subsidies	20
Time, attendance and leave recording	22
Top echelon: Changes in	21
Tort claims: Resolution of	3
*Training, career development and examinations	28-29
Training Committee: Interdepartmental	15, 29
Transfer and assignment	22, 24
Transnational Corporations, United Nations: Centre on (responsibilities now incorporated in the Department of Economic and Social Development)	12
Transportation of privately-owned automobiles	31
*Travel and transportation	31-33
Travel subsistence allowance: Computation of	31
*Trust funds and special accounts	8

	Page
Unaccompanied shipments and insurance coverage for personal effects and household goods	32
Unauthorized absence	23
Unauthorized use of diplomatic plates by Secretariat officials	23, 26
United Nations Angola Verification Mission	10
United Nations archives and records management	3
United Nations Bibliographic Information System	10
United Nations Bookshop	1, 8, 24
United Nations Centre on Transnational Corporations (responsibilities now incorporated in the Department of Economic and Social Development)	12
United Nations Children's Fund	17
United Nations Commissioner for Namibia - Department for Special Political Questions, Regional Cooperation, Decolonization and the Office of the (responsibilities now incorporated in the Department of Political Affairs)	14
United Nations Development Programme	17
United Nations Disaster Relief Coordinator - Office of the (responsibilities now incorporated in the Department of Humanitarian Affairs - see also Emergency Relief Coordinator)	13
United Nations International Drug Control Programme	8, 14, 17
United Nations Emergency Force	6, 10
United Nations Environment Programme - secretariat of the	13
United Nations Flag Code and Regulations	31
United Nations Force in Cyprus	6, 10
United Nations Fund for Population Activities (now United Nations Population Fund)	17
United Nations High Commissioner for Refugees: Office of the	14
United Nations Garage	2, 8
United Nations Industrial Development Organization - conversion to a specialized agency	14
United Nations Institute for Disarmament Research	12
United Nations Institute for Training and Research	12, 17
United Nations International School - International education for children of United Nations staff at Headquarters	26
United Nations Joint Staff Pension Board	12, 27
United Nations Joint Staff Pension Fund: Participation of mission staff	10, 27
United Nations Joint Staff Pension Fund: Tax equalization	27
United Nations Medal Programme	8
United Nations Medical Service - Temporary restriction of services	26

	Page
United Nations Mission for the Referendum in Western Sahara (MINURSO)	10
United Nations Observer Mission in El Salvador	10
United Nations Office at Geneva	13
United Nations Office at Vienna	14
United Nations peace-keeping operation in Yugoslavia	10
United Nations Population Fund (see United Nations Fund for Population Activities)	
United Nations premises: Use of	1, 4
United Nations recordings: Sale of copies	3
United Nations Relief and Works Agency for Palestine Refugees in the Near East - secretariat of the	14
United Nations Research Institute for Social Development	6, 12, 17
United Nations Sahelian Office: Transfer of	14
United Nations Social Defence Research Institute	6, 8, 12, 17
United Nations Staff Relief Committees	25
United Nations stamps	8
United Nations Transitional Authority in Cambodia	10
United Nations telephone system	4, 9, 25
United Nations travel to and representation at conferences and meetings: Official	4, 33
United Nations University	17
United States election day: Time off for voting	23, 26
United States Immigration Reform and Control Act of 1986 and United States Immigration Technical Corrections Act of 1988	30
*United States taxes	29
*Units servicing voluntary programmes	17
Valuables and confidential material	3, 9
Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters	27
Vehicle service station	2
Viruses: Microcomputer - prevention	2, 9, 30
Visa Committee	17, 30
*Visas	29-30
Visual display units: Guidelines for work with	2, 9, 25
Voluntary contributions within the Secretariat: Solicitation (see also United Nations Staff Relief Committees)	7
Voluntary programmes: Units servicing	17
Voting on United States election day: Time off for	23, 26

	Page
Wearing of grounds passes	26
Women in the Secretariat: Committee on the Employment of	15, 21
Women in the Secretariat: Steering Committee for the Improvement of the Status of	16, 18
Women's Day: International	25
Word-processing operations	29
Work permit fees: Reimbursement	19
Work-load estimates - documentation	6
Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes	17
*Working hours: Attendance, leave and	22
Working languages of the Secretariat	9, 26
World Food Council - secretariat of the	15
Zoning system: Messenger unit	3

- - - - -